



## **GUIDELINES FOR COMPLETING THE APPLICATION FORM**

Invitation for interview will be based on the information you give within the application form. It is very important that you read it carefully, complete all sections and return it by the given date. Please do not submit your CV as these will not be considered.

### **Education/Courses**

Please ensure you list all your education and training, whether or not it is relevant to the post you are applying for, from which senior school you attended to present day. If you do not have any education or training, write 'none'. This will not have any bearing on the decision to invite you to interview.

### **Present employment**

Please give details of the place you have been/are working. If you are not working, state this clearly. It will not affect our decision to invite you to interview.

### **Previous employment**

Give details of your previous employment. If there are any gaps, please give brief details. If you do not have an employment history, please state this clearly.

### **Personal statement**

This is where you sell yourself to us! Why have you applied for this post? Look at the person specifications and describe how you meet them.

### **References**

Your first referee must be your present/last employer [or school or college]. Your second referee must be someone who can state if you can meet the job description. You must state clearly in what capacity the referee knows you. A relative or partner cannot be accepted as a referee.

### **Rehabilitation of Offenders Act 1974**

You must complete this section. Convictions, spent or otherwise, must be recorded as they will show on the enhanced Disclosure and Barring Service (DBS) check. You must also declare cautions and reprimands, final warnings or any police enquiries undertaken following allegations made against you. If you have a conviction this does not automatically mean you would not be invited to interview.

As we work with people who are very vulnerable, we have a duty to protect them.

**Signature and Date** Please sign and date your application.